



AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

## Managed Risk Medical Insurance Board

### RESEARCH PROGRAM SPECIALIST I

#### DEPARTMENTAL PROMOTIONAL EXAMINATION (Continuous Filing)

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**Who Should Apply:** This is a departmental promotional examination for the Managed Risk Medical Insurance Board (MRMIB).

1. Applicants must have a permanent civil service appointment with the Managed Risk Medical Insurance Board (MRMIB) as of the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

For applicants applying under Items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

**How to Apply:** Please indicate specific examination title(s) that you are applying for on the application.

Applications are available at <http://www.spb.ca.gov/jobs/stateapp.htm>, and may be filed in person or mailed to:

MANAGED RISK MEDICAL INSURANCE BOARD  
Attn: Human Resources, Diana Rushton  
1000 G Street, Suite 450  
Sacramento, CA 95814

#### **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

**Final Filing Date:** Applications (Form STD. 678) **must be received by 5:00 p.m. on July 21, 2009.**

**Applications received after this date will not be accepted for this examination, but will be held for the next examination.**

**TESTING IS CONSIDERED CONTINUOUS AS DATES CAN BE SET AT ANY TIME. MRMIB WILL ACCEPT APPLICATIONS CONTINUOUSLY AND WILL NOTIFY AND TEST APPLICANTS AS NEEDS WARRANT.**

Research Program Specialist I  
LQ80 - 5742 9MM03

**FINAL FILING DATE: July 21, 2009**  
Bulletin Release Date: July 2, 2009

**Eligible List Information:** A departmental promotional eligible list will be established to fill vacancies for MRMIB in Sacramento. Eligibility expires **12 months** after establishment, unless the needs and conditions of the list warrant a change in this period. A candidate may only test once in a 12 month period.

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**Special Testing Information:** If you have a disability that requires special testing accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

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**Qualifications Appraisal Panel Interview Dates:** The qualifications appraisal panel interviews will be conducted during **August/September 2009**, in Sacramento. Applicants meeting the minimum qualifications will receive notice of the specific time and location of the qualifications appraisal panel interview.

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**Salary Range:** \$4,833 - \$5,874 per month.

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**Identification Requirement:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

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**Position Location:** Positions exist with Managed Risk Medical Insurance Board and are located in Sacramento.

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**Position Description:** A Research Program Specialist I independently plan, organize, and conduct complicated studies in a variety of areas, requiring a high degree of skill above the journey level, utilizing research methodology and techniques in areas where precedents are lacking or a sparse body of knowledge or experience in the area exists. This class requires an overall comprehension of advanced research methodology and statistical procedures, and the ability to synthesize complicated data from a variety of disciplines. Incumbents in this class provide expert consultative services on the feasibility, impact, or potential of a variety of state operations, projects, or proposals to interested parties. They advise management, departmental staff, Legislative bodies, governmental entities, commissions, and agencies on findings related to the assigned areas of research. Incumbents may direct a small staff on a periodic basis. Emphasis is on independent research skills, with a background in a specific occupational area.

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**Requirements for Admittance to the Examination:** It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by **July 21, 2009, the final filing date**. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

#### **MINIMUM QUALIFICATIONS**

*Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc. Candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.*

#### **Either I**

**Experience:** One year in the California state service performing research duties in a class at a level of responsibility equivalent to that of a Research Analyst II.

#### **Or II**

**Experience:** Three years of progressively responsible technical research experience above the trainee level engaged in the collection, compilation, analysis, and interpretation of data. (A Doctoral Degree in Economics, Psychology, Sociology, or a research-oriented field may be substituted for two years of the required experience. A master's degree in any one of the above fields may be substituted for one year of the required experience.) (Experience in the California state service applied toward this pattern must include one year of experience in a class at a level of responsibility equivalent to a Research Analyst II.) **and**

**Education:** Graduation from college with any major but with extensive course work in economics, psychology, sociology, or a related research-oriented field. This must include or be supplemented by at least six semester hours in statistics.

**Examination Information:** This examination will consist of a qualifications appraisal panel interview only, weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Competitors who do not appear for the qualifications appraisal panel interview will be disqualified from the examination process.

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**Examination Scope: Qualifications Appraisal Panel Interview – Weighted 100%**

**Knowledge of:**

1. Research methods and techniques;
2. Application of computerized models to research data;
3. Statistical and other methods used in the analysis and projection of data;
4. Survey methods and analytical techniques;
5. Operations research methods.

**Ability to:**

1. Communicate effectively to individuals and groups related to the area of research;
2. Analyze and make recommendations;
3. Plan and carry out research projects;
4. Prepare and present technical reports;
5. Establish and maintain cooperative relationships with others.

**Special Personal Requirements:**

Demonstrated ability to act independently; initiative; flexibility; and tact.

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**GENERAL INFORMATION**

**Americans with Disabilities Act, Title II:** The Managed Risk Medical Insurance Board (MRMIB) is committed to a strong policy of equal employment opportunity. To this end, MRMIB does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by MRMIB on the basis of race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals will be made available upon request.

**MRMIB** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**For an examination** without a written feature it is the candidate's responsibility to contact MRMIB's Human Resources Office at (916) 327-8011 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**If you meet the requirements stated on this bulletin**, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

## GENERAL INFORMATION (continued)

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open, when there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment and to those applicants who meet the criteria of being (1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; or (2), a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; or (3) a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991 as described under "Who Should Apply" in this bulletin.

Under certain circumstances other employees (*i.e. former MRMIB employees or current employees on TAU, T&D, and LT status*) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rule 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices. If a promotional examination is being held for an agency to establish an employment list for an administrative, professional or technical class, an employee of another agency who is otherwise eligible may participate, if that employee had promotional eligibility in the designated agency at any time within three years of the date of the examination and has had no subsequent break in state service by resignation, non-disability retirement or removal for cause.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with ability to perform assigned duties of the class.

**Interview Scope:** In addition to the scope, knowledges and abilities described within this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made toward self development.

**Veterans' Preference:** Veterans Preference credit is not granted in promotional examinations.

**Career Credits:** Career credits do not apply.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college working place or high school on a year-for-year basis.

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**QUESTIONS:** If you have any questions concerning this announcement, please contact the department directly at: **Managed Risk Medical Insurance Board – Diana Rushton at (916) 327-8011 or [drushton@mrrib.ca.gov](mailto:drushton@mrrib.ca.gov).**

**Managed Risk Medical Insurance Board**  
1000 G Street, Suite 450  
Sacramento, CA 95814

If deaf or hearing impaired, call the California Relay Service for the deaf or hearing impaired:  
MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922  
Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379

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